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25X1A REGULATION  
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COMMUNICATIONS  
1955

## SIGNAL CENTER ARCHIVES

### CONTENTS

CABLE REFERENCE FACILITIES-----1	ATTACHMENT "A" - ARCHIVES
PROCEDURE FOR REQUESTING	CABLE SERVICE FORM-----3
CABLE REFERENCE SERVICE-----1	ATTACHMENT "B" - REFERRAL
	LETTER-----5

#### 1. CABLE REFERENCE FACILITIES

- a. The Office of Communications, through its Signal Center Archives, is responsible for maintaining a complete file of Agency incoming and outgoing cables. It provides a reference service for personnel wishing to read, or to make copies or extracts of, incoming and outgoing cables, provided such cables are more than six months old.
- b. It is expected that cable recipients will maintain their own office files of cables for a period of at least six months.

#### 2. PROCEDURE FOR REQUESTING CABLE REFERENCE SERVICE

The following procedure will be used in requesting cable reference service from the Signal Center Archives:

- a. All requests must be in writing, prepared on the "Archives Cable Service" form (Attachment "A") or a facsimile thereof. A supply of this form may be obtained from Signal Center Archives, Room 1015 "L" Building.
- b. The request will contain the following information:

25X1A

COMMUNICATIONS  
1955

(1) Regarding the requester:

- (a) Name
- (b) Assignment (Office/Staff/Division/Branch)
- (c) Location (building and room number)
- (d) Telephone extension

(2) Regarding the cable:

(a) If the cable is dated prior to 1 January 1946

- 1. IN or OUT Number
- 2. Station Number
- 3. Date
- 4. Subject
- 5. Any additional information which would help to identify the cable

(b) If the cable is dated after 1 January 1946, at least the

- 1. IN or OUT Number
- 2. Date

Additional information, if readily available, will often materially assist in locating the cable.

- c. The request will be authenticated by the appropriate Deputy Director or Operating Official\*, or his authorized representative, in order to identify the requester and to indicate that he is properly authorized to read, or to make a copy or extract of, the cable in question. If it is desired that

\* Operating Officials include: Chiefs of Senior Staffs and Area Divisions under jurisdiction of the Deputy Director (Plans); Assistant Directors under jurisdiction of the Deputy Director (Intelligence); and Chiefs of Staffs, the Comptroller, the General Counsel, and Directors of Offices under jurisdiction of the Deputy Director (Support).

25X1A

COMMUNICATIONS  
1955

no copy or extract of the cable be made, this will be stated by the authenticating official.

- (1) Sample signatures of authenticating officials should be forwarded to the Chief, Signal Center (Room 1202 L Building) for use by the Archivist. Such lists should be maintained on a current basis and corrections should be made promptly.
- d. The authenticated request will be delivered to the Signal Center Archives (Room 1015 L Building) where it will be left with the Archivist.
- e. The Archivist will telephone the requester when the cable is available.

The procedure thereafter may vary as follows:

(1) Normal Distribution Cables

The requester will be permitted, on the authority of the original request, to review such cables in Signal Center Archives. The Signal Center has no facilities for preparing copies, but the requester may make a copy if desired, provided the authorizing official has not expressly forbidden the making of copies and security regulations permit such action.

(2) Top Secret and Controlled Distribution Cables

- (a) Within limitations of existing regulations, the Signal Center will show Top Secret cables and cables of a lower classification which have received controlled distribution, to the bearer of a properly executed "Archives Cable Service" request.

S-E-C-R-E-T

25X1A

25X1A

COMMUNICATIONS  
1955

- (b) Should existing regulations prohibit the further distribution of a particular cable, the requester will be referred to the action addressee (or Chief of the successor unit, if there has been an organizational change) for authority to read the cable. Such referral will be by means of a referral letter (see Attachment "B"), addressed to the action addressee (or Chief of the successor unit). Such responsible authority, having received the referral letter, may then dispose of the request in any one of the following ways and the Signal Center will be guided accordingly:
1. Indicating approval by affixing his signature to the referral letter in the space provided
  2. Showing requester his own copy
  3. Denying the request

DISTRIBUTION: A

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